

CURRENT FILES

FILE CATEGORY	VOLUME	CHRONOLOGY	RETENTION PERIOD	COMPUTER SYSTEM/VOLUME				OTHER VOLUME		
				MAIN	DEC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
Temporary / Part-time Time Sheets	2"	1988								
Tour Guide Schedules	1/4"	1988								
Cabarrus Fact Sheets	1/2"	4/1988								
Creative Laminating File	1 1/2"	86, 87, 88								
Kroy Lettering Machine File	1/2	1988								
Reliable Music Co.	1/2	85, 86, 87, 88								
Speciality Cash Register	1/4	86, 87, 88								
Wren. Hauling	1	1988								
Misc Brochures	1	88								

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				MAIN	REC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
Sales Receipts	18"	1/88-12/88								
Part-time Guide Hours	1 1/2	6/87-12/88								
Purchase Req.	4 1/2"	86, 87, 88								
Weekly Schedule of Visitors	7"	87, 88								
Weekly Visitor Report	3"	85, 86, 87, 88								
Visitors Log	5"	87, 88								
Year End Visitor Reports	2"	82, 83, 84, 85 86, 87, 88								
Smoker List	1"	88								

CURRENT FILES

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				MAIN	SEC	P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
Merchandise Ordered for Visitors Store	1/2"	88								
Merchandise Returned	1/4"	88								
Quarterly Inventories	1"	88								
Photo Clearances	1/2"	88								
Photo Approval	1/4"	88								
Sample 6's Cigs. Requested	1/2"	88								
Sample 20's Cigs Requested	1"	88								
Sample 6's Ordered	1/2"	88								
Sample 20's Ordered	1/2"	88								
Uniforms File- Fashion Star	1 1/2"	88								

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				MAIN	SEC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
Visitors Cards	36"	88								
Visitors Cards	24"	11/86-12/87								
Weekly Visitor Schedule	1 1/2	11/85-12/86								
Old Name	18"	88								
Store Sales Records	24"	85, 86, 87								
Inventory Sheets Store	1 1/2	86								
Visitors Log	1 1/2	86								
Visitors Log	1 1/2	85								
Sample Cigs Reg. Forms		84, 85, 86								

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				MAIN	SEC	SEC P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
Daily Sale Receipts Visitors Store	36"	85, 86								
Special Visits	18"	84								
Quarterly Inventories Store	1 1/2	87								
Special Visits	1 1/2	82-83								
Photo Chroniques	1 1/2	82-83								
Coburns Co Fair	2"	83-84								
Weekly Schedule of Visitors	18"	85								
Weekly Schedule of Visitors	18"	86								

Tour Center Office

CURRENT FILES

FILE CATEGORY	VOLUME	CHRONOLOGY	RETENTION PERIOD	COMPUTER SYSTEM/VOLUME				OTHER VOLUME		
				MAIN	SEC	SEC P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
Art Tours	1/4"	86, 87								
Cabarrus Tour Program	1/4"	87								
Cabarrus Country Club (Meals)	1/8"	83								
Concord/Cabarrus Chamber of Commerce	1/4"	84, 85								
Educators	1/4"	84								
Fact Sheets	1/2	84, 85, 86, 87								
F.D.Y.	1/8	86, 87								
Equipment & Supply TC	1/8	85, 86, 87								
Forty Paintings	1"	82								
Holiday Inn	1/8"	87								
Marketing	1"	85, 86, 87								
Officials/Leaders/Artists	1/2	82								

Tour Center Office

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				MAIN	SEC	P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
Other Tour Programs	1"	80,83								
PSU Meeting Minutes	1/4"	86,87								
Philip Morris Dinner Menus	1/4"	86,87								
Security Reports	1/4"	87,88								
Photography Clearance	1/4"	87								
Press/Media Releases	1/2"	85,86,87,88								
Promotion-Tours	1/4"	85,86,87								
Reed Gold Mine	1/8"	86,87								
Rowan Technical College	1/8"	84								
Safety Performance Reports	1"	87,88								
Special Projects	1 1/2"	85,86,87								
School Projects	1/8	85								
Slide Show Source	1/8	84								

Tour Center Office

2054481008

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				MAIN	SEC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
Snow Procedures	1/4"	83								
Speeches	1/4"	87								
Tour Center Budget	1"	85								
Vouchers	1"	87								
Correspondence	4"	87, 88								
Tour Guide Schedules	2"	86, 87								
Vacation Requests	1/2	87, 88								
Budget Information	2"	88								
Weekly Time Sheets - F.T.	2"	87, 88								
Weekly Time Sheets - P.T.	3"	85, 86, 88								
Form's	1/2"									
Tour Center Misc.	3"	86, 87, 88								
Tour Guide Thank You letters	1/2	85								

Tour Center Office

2054481009

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				MAIN	SEC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
Visitors Store	1"	86,87								
Mauuga	3"	83,84,85								
Special Projects	1"	87								
Job Descriptions	2"	84,87								
ABA	1/4'	86,87,88								
Attractions Committee	1/2'	85,86,87								
Charlotte Convention + Visitors Bureau	1/2'	87								
Guest Relations Assoc	1"	86,87								
N.C. Welcome Center	1"	84,85								
Louisville Tour Program	1/2	86,87								
Richmond Tour Program	1/2	84,86,87,88								
Metrolina Fair	1/4'	84,85								

Tour Center Office

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				MAIN	SEC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
Cabarrus Co. Fair	1'	82, 84, 85, 87								
N.T.A	1"	86, 87								
Rowan Co. Fair	1/8"	87								
State Fair	1/8"	86								
Exhibit Booth	1/2	84, 85								
Expense Statements	1"	86, 87								
Special Visits	2"	82, 85, 86								
Misc.	1/2	86								
Tap/Tan Project	1"	86, 87								
October Race	2"	87								
General Assembly	2	87								
Special Visits	1	86, 87								
Hidden Heritage	2	86								
Exhibit- Mint Museum										
October Race	1	86								
May Race	1	87								

Tour Center Office

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FILE CATEGORY	VOLUME	CHRONOLOGY	RETENTION PERIOD	COMPUTER SYSTEM/VOLUME				OTHER VOLUME		
				MAIN	SEC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
C/R Staff Meetings	1/4	86,87								
Seminars	3'	87,88								
Contributions	1 1/2"	86,87								
Industry Or Parade	1"	86,87								
Call News	1"	86								
Misc	2'	86,87								
Budget Information	1 1/2"	87,88,89								
Spectral Visits	1 1/2	87,88								
Advertisement Opportunities	3/4	88,89								
Job Orders	1 1/2	87,88								
Budget + Weekly Visitation	1 1/2	88								
Tour Center	1 1/2	88								
Spectral Projects	1/2	88								
Visitors Store	1"	88,85								

CURRENT FILES

Miscellaneous

<u>FILE CATEGORY</u>	<u>VOLUME</u>	<u>CHRONOLOGY</u>	<u>RETENTION PERIOD</u>	<u>COMPUTER SYSTEM/VOLUME</u>				<u>OTHER VOLUME</u>		
				<u>MAIN</u>	<u>SEC</u>	<u>SECY P.C.</u>	<u>OTHER P.C.</u>	<u>MICROFICHE</u>	<u>MICROFILM</u>	<u>OTN</u>
Philip Morris History/Fact Sheet	2"	80, 83, 85, 87, 88								
Invitation Lists	5"	87								
Procedure for Press Release Dist.	1/4"	87								
Sample Dating Schedule	1/4"	87								
Sample Cigarettes - Qtrly	1"	85, 86, 88								
Training Listing	1/4"	86, 87, 88								
Vacation Schedule	1/4"	87								
Facsimile Transmission Cover Sheet	1/4"	88								
Accounting Reports - 1988	1/2"	88								
Current Years Accounting Dept.	1/2"	88								
Change of Status Forms	1/4"	85								
Charlotte Area Donor's Forum	1"	85, 87, 88								
Mayor's Committee - CIAA	1"	86								
1987 Community Involvement	1/4"	88								
PM Deferred PS Forms	1/2"	83								
Insurance Forms	1"									

CURRENT FILES

Miscellaneous

FILE CATEGORY	VOLUME	CHRONOLOGY	RETENTION PERIOD	COMPUTER SYSTEM/VOLUME				OTHER VOLUME		
				MAIN	SEC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OT
Mailroom Schedule	1/4"	85								
1988 Org. Announce	1/4"	88								
Photography Clearances	1"	88								
Current Years Purchase Orders										
Questions & Answers	1"	81,82,83,84,85								
Seating Capacity - Conf Rooms	1/4"	85								
Smoking And Health Coalition	1/4"	88								
United Way of Central Carolinas - Communications Board	1"	88								
1988 Vouchers	1/2"	88								
Weekend Work Forms	1/4"	86								
Weekly Report - 1988	5"	88								
IBM Maintenance Documents	1/4"	88								
Old Courthouse Theater Ticket Dist. Log	1/2"	89								
Hold/Follow up	2"	87,88								
Upcoming Visits	2"	88,89								
1988 October Races	1/4"	88								

CURRENT FILES

Miscellaneous

FILE CATEGORY	VOLUME	CHRONOLOGY	RETENTION PERIOD	COMPUTER SYSTEM/VOLUME				OTHER VOLUME		
				MAIN	SEC	OTHER		MICROFICHE	MICROFILM	OT
Accounting Report Forms	2"	88								
Boiler Plates	1"	87, 88								
Cigarette Material Forms	1/2"	88								
Community Relations Cost Ctrs.	1/2"	88								
Current Quarters Contributions	1/2"	88								
Letter accompanying dummy Reg.	1/2"	88								
Contributions Closing Dates	1/4"	88								
Contribution Examples	2"	82, 84, 86								
Contributions Format	1/2"	87								
Contributions Forms	1/2"	85								
Contributions Budget - 1988	1/2"	88								
Contributions Comparison * 2501 & Above	1/2"	87								
Contributions Comparison - Budget to Actual	1/4"	88								
1987 Contributions Comparison	1/2"	87								
Contributions Comparison - inclusive	1/2"	88								
Next Quarters Contributions - Hold	2"	87, 88								
Forms	2"	87, 88								

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				MAIN	REC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OT
<u>Photographs</u>										
August, September, October	1/2"	79								
January, February, March	1/2"	80								
April, May	1/2"	80								
June, July, August, September	1/2"	80								
October, November, December	1/2"	80								
January,	1/2"	81								
March, April	1/2"	81								
7-81	1/2"	81								
8-81	1/2"	81								
9-81	1/2"	81								
10-81	1 1/4"	81								
11-81	2"	81								
12-81	2 1/2"	81								
January 82	1"	82								
February 1982	1"	82								
March 1982	1"	82								
April 1982	1/2"	82								

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				MAIN	SEC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OT
<u>Photographs</u>										
May 1982	1/4"	82								
June 1982	2"	82								
July 1982	1/4"	82								
August 1982	1/4"	82								
Governor Hunt's Visit 9/17/82	1/4"	82								
September 1982	1/2"	82								
October 1982	1/4"	82								
November 1982	1/4"	82								
December 1982	1/4"	82								
1-3-83	2"	83								
4/6/83 Spanish Visit	1/2"	83								
March/April, 1983	1/2"	83								
July, 1984	1/4"	84								

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				MAIN	DEC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	QT
<u>A-Z Subject File (Photos)</u>										
Assorted Building Areas	1/2"									
CM	1 1/2"									
Building External	1"									
Building External (Aerials)	5"									
Interior - Admin Lobby, Cafeteria	1/2"									
Building External	4"									
Interior - Locker Room, Break Room, W. Support Lobby	1 1/2"									
CM - Employees + Equip.	4"									
Central Shop	1/2"									
Chinese Tour	1 1/2"									
Community Relations Tour Center	1"									
Art Work	1/2"									

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				MAIN	SEC	OTHER	MICROFICHE	MICROFILM	OT	
A-Z Subject File (Photos)										
Concord - Chamber Annual Meeting 1986 - Resnik Attended	2"	86								
Control Room	1/2"									
Direct Materials + F.G.	1/2"									
Flowers + Shrubs Shrubs	1/2"									
General Assembly Visit	2"									
German Journalist Tour	1/2"	FS								
Golf - Senior Pro-Am	1/2"	SS								
Production Graphs + Topography	2"									
HVAC Contacts	1"									
Mission Marlboro	1/2"									
Photography Contacts	1/2"									
Primary Processing	1/2"									
Pipes	2"									

CURRENT FILES

FILE CATEGORY	VOLUME	CHRONOLOGY	RETENTION PERIOD	COMPUTER SYSTEM/VOLUME				OTHER VOLUME		
				MAIN	SEC	SEC P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTH
<u>File- (Photos)</u>										
Activity Seminar (Feb)	2"	87								
Assurance	1"									
ond	1"									
	1"									
s- Pm	1/4"									
h Tour	2"	83								
ited Photo	1/2"									
<u>Personnel</u>										
Pickary	1"	88								
Waters	1"	88								
Stirewalt	1"	88								

Special Projects

FILE CATEGORY	VOLUME	CHRONOLOGY	RETENTION PERIOD	COMPUTER SYSTEM/VOLUME				OTHER VOLUME		
				MAIN	REC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
Agricultural Extension Agents Convention	1"	88								
Arts Month	1/2"	86								
Bearden Exhibit	1 1/2"	80								
Bill Murray Visit	2"	87								
Board of Directors Meeting	2"	85								
Cabarrus County Fair	1/2"	86, 87								
Charlotte Chamber Minority Vendors Luncheon - Hugh Cullman	1"	87								
DNC	1/2"	86								
Concord Chamber of Commerce - F. Resnik Speech	2"	86								
Hugh Cullman Visit - Barber Scotia Commencement	2"	88								
Executive Committee / Operations Review Meeting	1 1/2"	88								
Executive Committee Visit	1/4"	87								
French Visit	1"	88								
N.C. General Assembly Visit to Cab.	2 1/2"	87								
Governor Martin Visit	1/4"	87								
Great American Smoker's Day	3"	86								

FILE CATEGORY	VOLUME	CHRONOLOGY	RETENTION PERIOD	COMPUTER SYSTEM/VOLUME				OTHER VOLUME		
				MAIN	SEC	SECY P.C.	OTHER P.C.	MICROFILME	MICROFILM	OTHER
<u>Special Projects (cont'd)</u>										
Hidden Heritage Exhibit	1/2"	86								
Industry on Parade Fair	1/2"	83,84,85								
Lincoln Day Dinner	1/2"	88								
Marlboro Country Music Show	1/2"	88								
Marlboro Country Music Show	1/2"	86								
Marlboro Country Music Show	2"	85								
Marlboro Country Road Race	1/4"	86,87,88								
May Race 1988-Children's Charity Ball	1"	88								
May Race	2"									
May Race	1"	88								
May Race	1"	87								
World 600 Charity Ball	2"	87								
World 600 Race	2"	86								
Mission Marlboro Team Luncheon	4"	88								
National Conference of Black Mayors	1"	88								
N.C. Assn. of Minority Businesses	1/2"	87								
-Golf Tournament	1"	88								
October Race Activities	1"	88								
October Race	1"	87								
October Race	1"	86								
October Race	1"	85								
Open House	2"	85								

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				MAIN	SEC	P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
<u>Special Projects</u>										
Open House	1/2"	84								
Open House	1/2"	83								
Open House	1 1/2"	82								
Open House	1"	81								
Paine Webber Pro-Am Golf Tournament	1/2"	85								
Painting in the South	1/4"	83								
Planning Conference	1/2"	83								
Project Consumer Program	1/2"	85								
Product Identification Campaign	1/2"	85								
Restaurant Smoking Task Force	4"	88								
Southern Folk Art Exhibit - Charlotte Mint Museum	2"	86								
Southern Governor's Conf. Dinner	2"	86								
Telecommunications-Technology Exhibit	1 1/2"	83								
Western Week	1/2"	83								

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				MAIN	DEC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
<u>Contributions A-m</u>										
Alexander Childrens Center	1"	84,85,86,87								
American Dance Festival	2"	84,85,86,87								
American Humanities	1 1/2"	82,83,84,85								
American Quadricentennial Corp. - America's 400 th Ann. Com.	2"	84,85,86,87								
American Red Cross	1/4"	86,87								
Arneurop Cultural Relations Foundation	1/2"	86,87,88								
Barber Scotia College	1 1/2"	84,85,86,87,88								
C-VAN	1"	85,86,88								
Cabarrus Art Guild Juried Show	1/4"	82								
Cabarrus Arts Council	2 1/2"	80,81,82,83,84, 85,86,87,88								
Cabarrus Boys Club	1"	80,81,86,87,88								
Cabarrus County Parks & Recreation Department	2 1/2"	80,82,83,84,85, 86,87,88								
Cabarrus County Schools	1/4"	84,85								
Cabarrus Rescue Squad, Inc.	1/2"	80,81,82,88								
Camp Willow Run	1/4"	80								

FILE CATEGORY	VOLUME	CHRONOLOGY	RETENTION PERIOD	COMPUTER SYSTEM/VOLUME				OTHER VOLUME		
				MAIN	SEC	SECT P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
<u>Contributions A-M</u>										
John C. Campbell Folk School	1/2"	88								
Cannon Memorial YMCA + Community Center	3'	81, 84, 85, 86, 87								
Catawba College	3"	83, 84, 85, 86, 87, 88								
Central Piedmont Comm College	2"	85, 86, 87, 88								
CPCC Reading for the Blind	1/2"	85, 86								
Charlotte Arts + Science Council	2"	80, 81, 82, 84, 85, 86, 87, 88								
Charlotte Arts + Science Council - Members + Affiliates	1/4"	86, 87								
Charlotte Chamber Ballpark	1/4"	85, 86								
Charlotte Treatment Center	1 1/2"	85, 86, 87, 88								
Dove Academy	1/2"	85, 86, 87								
EPDD - Appalachian University	1"	85, 86, 87, 88								
Eastern Cabarrus Historical Society	2"	80, 84, 85, 86, 87, 88								
The Foundation of the University of N.C. at Charlotte	1/2"	83, 84, 85, 86, 87								
Gold History Corporation	1/2"	84, 85, 86, 87, 88								
C.C. Griffin Metro Health Center	1/2"	80, 81, 82, 83, 84								

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<u>Contributions A-M</u>										
Handicapped Organized Women, Inc.	1/4"	87								
Harnett County Historical Society	1/4"	87								
Harrisburg Rescue Squad	1/2"	80, 81, 82, 87								
Hay 1986 (Farmers)	3"	86, 87								
Hospice	2"	85, 86, 88								
Independent College Fund of N.C.	2"	75, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88								
Jr. Achievement	2 1/4"	83, 84, 85, 86, 87, 88								
Justice Foundation of N.C.	1"	86, 87								
Kannapolis Area Crime Stoppers, Inc.	1/4"	87								
L.I.F.E. Center, Inc.	1"	84, 85, 86, 87, 88								
Livingstone College	1/2"	85, 86, 87, 88								
Logan Day Care Center	1/2"	81, 83								
Mint Museum	2"	80, 83, 84, 85, 87								
Mission Air	3"	84, 85, 86, 87, 88								

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				MAIN	REC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
Contributions N-Z										
National Multiple Sclerosis Society	3"	83, 84, 85, 86, 87								
National Multiple Sclerosis Society— Sponsorship	1"	86, 87, 88								
Rick Helms National Wheelchair Basketball Tournament	1"	80, 83, 86								
N.C. Agricultural Agents Assoc.	1/4"	86								
N.C. Dept. of Cultural Resources	1"	83, 84, 86								
N.C. Dept. of Crime Control Tobacco Farmers Disaster Aid	1"	84, 85								
N.C. Jaycees	1"	84, 85, 86, 87								
N.C. Museum of History	1"	83, 84, 85, 86								
N.C. Nature Conservancy	2"	85, 86, 87, 88								
The N.C. Opera	1/2"	84, 85								
N.C. Policy Research Center	1"	84, 85, 86, 87, 88								
N.C. School of Science/ Mathematics	2"	83, 84, 85, 86, 87, 88								
N.C. School of the Arts	3"	80, 81, 82, 83, 84, 85, 86, 87, 88								
N.C. Sports Hall of Fame	1/2"	84, 85								
N.C. Sports Hall of Fame Sponsorship	1/2"	84, 85, 86								

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				MAIN	SEC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHE
Contributions N-Z										
N.C. State University	1"	84, 86, 87								
N.C. Vietnam Veterans Memorial Committee	1/4"	—								
N.C. Women's Resource Center	1/4"	87, 88								
N.C. Zoological Society	2"	83, 84, 85, 86, 87, 88								
Old Courthouse Theater, Inc.	3"	79, 80, 81, 82, 83, 84, 85, 86, 87, 88								
Pfeiffer College	2 1/2"	83, 84, 85, 86, 87, 88								
Piedmont Area Mental Health, Mental Retardation & Substance	1/4"	86								
Piedmont Farmers Market, Inc.	1/4"	86, 87, 88								
Roanoke Island Historical Assoc.	1/4"	86, 87								
Rowan Tech	3"	82, 83, 84, 85, 86, 87, 88								
Science Museums of Charlotte, Inc. - Discovery Place	2"	82, 83, 84, 85, 86, 87, 88								
Johnson C. Smith University	1"	82, 84, 85, 86, 87, 88								
Soil Conservation Society of America	1/4"	86								
Spirit Square	2 1/2"	84, 85, 86, 87								
Tobacco History Corp./Museum	3"	72, 79, 80, 81, 82, 83, 84, 85, 86, 87								

FILE CATEGORYVOLUMECHRONOLOGYRETENTION
PERIODCOMPUTER SYSTEM/VOLUME

<u>COMPUTER SYSTEM/VOLUME</u>		<u>OTHER VOLUME</u>	
<u>MAIN</u>	<u>SEC</u>	<u>SECY</u>	<u>OTHER</u>
		<u>P.C.</u>	<u>P.C.</u>

<u>OTHER VOLUME</u>		
<u>MICROFICHE</u>	<u>MICROFILM</u>	<u>OTHER</u>

Contributions IV-Z

To Life
 United Arts Council of Rowan, Inc.
 United Negro College Fund, Inc.
 United Way of Cabarrus County
 United Way of Cabarrus County -
 Sponsorship
 Foundation of the Univ. of N.C. - Charlotte
 Wake Forest University
 Waterworks Gallery

1" 85, 86, 87, 88
 86, 87, 88
 1" 85, 86, 87, 88
 1/2" 79, 80, 81, 82, 83,
 84, 85, 86, 87, 88
 3" 84, 86, 87
 1/2" 81, 82, 83, 84
 1/2" 87, 88
 2" 83, 84, 85, 86, 87

Memberships / sponsorships

Better Business Bureau of the
 Southern Piedmont
 Business & Professional Women's Guild
 Charlotte Area Donors Forum
 Charlotte Chamber of Commerce
 Charlotte / Mecklenburg Urban League
 Charlotte Public Relations Society
 Public Relations Society of America
 Concord - Cabarrus County Chamber of
 Commerce / Merchants Assoc.

1/2" 84, 85, 86, 87
 1/2" 81, 82, 85, 86, 87
 1/2" 87
 2" 80, 83, 85, 86, 87, 88
 1/4" 85, 87, 88
 1" 81, 83, 84, 85, 86, 87
 2" 83, 86, 87, 88
 2" 81, 82, 83, 84, 85,
 86, 87, 88

CURRENT FILES

FILE CATEGORY	VOLUME	CHRONOLOGY	RETENTION PERIOD	COMPUTER SYSTEM/VOLUME				OTHER VOLUME		
				MAIN	REC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
Memberships / Sponsorships										
N.C. Citizens for Business And Industry	1 1/2"	81, 82, 83, 84, 85, 86, 87, 88								
Agribusiness Committee Cost of Production Dinner	1/4"	86								
Ameurop Luncheon / Program	2 1/2"	86, 87, 88								
Bike North Carolina	1/4"	87								
Boy Scouts Pig Pickin	1/4"	83								
Cabarrus Academy Auction	1/4"	85								
Cabarrus County Citizens for Water-Bond Referendum	1/4"	87								
Cabarrus County Charities	1/4"	83, 88								
Cabarrus County Farm Bureau	1/4"	86								
Cabarrus Governor's Conference on Leadership	1/2"	80								
Charlotte Chamber Annual Mtg.	1/2"	85, 86, 87								
Charlotte Convention & Visitors Bureau	1/4"	88								
NBA Charlotte / George Shinn	2 1/2"	86, 87, 88								

FILE CATEGORY	VOLUME	CHRONOLOGY	RETENTION PERIOD	COMPUTER SYSTEM/VOLUME				OTHER VOLUME		
				MAIN	SEC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
<u>Memberships / Sponsorships</u>										
Charlotte - Mecklenburg Urban League, Inc.	1"	83, 84, 85, 86								
Concord Chamber Annual Meetings	1/2"	87, 88								
Annual Barbeque - CMS	1/2"	85, 86, 87								
Concord Chamber - Buy Cab. Trade	1/4"	86								
Concord Chamber of Commerce - "Commerce Days"	1/4"	84								
Concord Chamber - Share Cabarrus	1/4"	87, 88								
Council for Children / Southern Women's Premiere	1/4"	87								
Council for International Visitors	1/4"	88								
Gold History Corporation	1/4"	83, 84, 85, 86, 87, 88								
1986 Governor's Volunteer Recognition Ceremonies - Sponsorship	1/4"	86								
Kan-LA-Con Community Concert Assoc.	1/4"	87								
Kannapolis Chamber of Commerce	1"	80, 81, 82, 83, 84, 85, 86, 87, 88								
Kannapolis Community Chorus	1/2"	85, 86, 88								
Law Enforcement Assoc.	1/4"	81								
Miss Universe	1/4"	81								
Nat'l Assoc. of Governor's Highway Safety Reps	1/4"	87								

CURRENT FILES

FILE CATEGORY	VOLUME	CHRONOLOGY	RETENTION PERIOD	COMPUTER SYSTEM/VOLUME				OTHER VOLUME		
				MAIN	SEC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
Memberships / Sponsorships										
N.A.S.A.C.T. Convention (Comptrollers)	1/4"	86								
National Black Caucus of State Legislators	1/4"	86								
National Human Rights Conf.	1/4"	87								
Nat'l Sportscasters & Sportscasters Association	1/4"	87								
N.C. A & T University	1/4"	82, 84								
N.C. Citizens for Business & Industry	1"	83, 84, 85, 86, 87, 88								
N.C. Conference on Women & the Economy	1/2"	83								
Council on Status of Women	1/2"	82, 84, 85, 86, 87, 88								
N.C. Dept. of Community Colleges	1/2"	83								
N.C. Federation of Business And Professional Women's Club	1"	81, 82, 83, 84								
General Assembly Visit	2"	87								
N.C. Hispanic Organization	1/4"	82								
N.C. Inaugural Funds	1/4"	84								
N.C. Project	1/4"	86								
55th Annual N.C. Safety Conference	1/2"	86								

FILE CATEGORY	VOLUME	CHRONOLOGY	RETENTION PERIOD	COMPUTER SYSTEM/VOLUME				OTHER VOLUME		
				MAIN	SEC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
<u>Memberships / Sponsorships</u>										
N.C. State Agri. Advisory Council	1/4	86								
North State Law Enforcement	1/4	87								
N.C. State BASS Federation	1/4	86, 87, 88								
Optimist Club of West Central Cal.	1/4	86								
Rotary Club (Concord)	1/4	80, 85								
Salisbury Civitan Club	1/4	87								
Septima Poinsett Clark Luncheon	1/4	85								
Safety Awards Banquet	1/4	86								
Serenity House	1/4	86								
Southeast Region NAFB Act-Sponsorship	1/4	85								
Southern Women's Show (See Council for Children)	1/4	0								
Special Olympics	1/4"	87								
St. Augustine's College - Founders Day Banquet	1/2"	87								
Stanly Technical College	1/4"	86								
UNCF Fund Raising Kick Off Dinner - Hugh Cullman Speaker	3"	87								
UNC - Chapel Hill	1/4"	79								

<u>FILE CATEGORY</u>	<u>VOLUME</u>	<u>CHRONOLOGY</u>	<u>RETENTION PERIOD</u>	<u>COMPUTER SYSTEM/VOLUME</u>				<u>OTHER VOLUME</u>		
				<u>MAIN</u>	<u>DEC</u>	<u>SECY P.C.</u>	<u>OTHER P.C.</u>	<u>MICROFICHE</u>	<u>MICROFILM</u>	<u>OTH</u>
Memberships / Sponsorships										
Charity Ball - World 600	2"	82, 83, 84, 85, 86								
WSOC - Nine Who Care	1"	84, 85								

OTHER VOLUME

Source: <https://www.industrydocuments.ucsf.edu/docs/mlxl0000>

CURRENT FILES

Miscellaneous A-G (cont'd)

FILE CATEGORY	VOLUME	CHRONOLOGY	RETENTION PERIOD	COMPUTER SYSTEM/VOLUME				OTHER VOLUME		
				MAIN	SEC	P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
Biographies	1/4"	80, 81, 82, 83, 86, 87								
Board of Directors	1/4"	86								
Boxwood Manor	1 1/2"	79, 80, 81, 85, 86								
Brown Lung	1/4"	80								
Cabarrus Country Club	1/4"	82								
Cabarrus County Economic Development	1/4"	87								
Cabarrus Golf Championships	1/4"	87								
Cabarrus County Sewer Project + Rowan Technical College Bond Ref.	1/4"	87								
Cabarrus Exec. Management Update 1984 -	1/4"	84								
Cabarrus Facility Planning Documents	1/4"	80, 87								
Cabarrus Job Site	1"	80, 81, 82								
Philip Morris Cabarrus Philosophy	1/4"	80, 83, 88								
Calendar of Events 1987	1/4"	87								
Cannon Mills	3"	83, 85, 86, 87								

CURRENT FILES

FILE CATEGORY	VOLUME	CHRONOLOGY	RETENTION PERIOD	COMPUTER SYSTEM/VOLUME				OTHER VOLUME		
				MAIN	SEC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
Cannon Realty (Atlantic American Properties)	1/4"	86								
Carolina Mall Merchants Assoc.	1/4"	81								
Carolina's Inv. - Belk	1/4"	88								
Catawba College	2"	81, 82, 83, 84, 85, 86								
Charlotte Arts Center	1/4"	87								
<u>miscellaneous P-S</u> Partners in Progress Film	1/4"	80								
PM Crest	1/4"	83								
PM Model Presentation	2 1/2"	80								
Shep Pollack	1/4"	84								
Procedures	3/4"	83, 84, 85, 86, 87, 88								
PTL	1/4"	87								
Purchase Orders	2"	82, 83, 84, 85, 86, 87								
Purchase Requisitions	1 1/2"	82, 83, 84, 85, 86, 87, 88								
Quest for Success	1/4"	86								
F.E. Resnik	1/4"	86								
R.J. Reynolds	3"	85, 86, 87, 88								

CURRENT FILES

Miscellaneous P-S

<u>FILE CATEGORY</u>	<u>VOLUME</u>	<u>CHRONOLOGY</u>	<u>RETENTION PERIOD</u>	<u>COMPUTER SYSTEM/VOLUME</u>				<u>OTHER VOLUME</u>		
				<u>MAIN</u>	<u>DEC</u>	<u>SECY P.C.</u>	<u>OTHER P.C.</u>	<u>MICROFICHE</u>	<u>MICROFILM</u>	<u>OTHER</u>
Richmond Death	1/4"	86								
Richmond Management Team	1/4"	87								
Richmond Rehire Program	1/4"	83								
Bill Ross	1/4"	86								
Rotation of Labels	1/4"	85								
R.U.P.	1/4"	86								
Monthly Safety Performance Rpt.	1/4"	87								
Salaried Overtime	1/4"	86, 87								
Salaried Survey	1/4"	83								
Sales Department	2 1/2"	85, 86, 87, 88								
Samples 1987	1/4"	87								
Sample Cigarette Requests	4 1/2"	84, 85, 86, 87, 88								
Salvation Army	3/4"	84, 85								
Savings Bond Campaign	1/4"	85								
Philip Morris Scholarship Program	1 1/2"	84, 85, 86, 88								
School Bond - 1988	1/4"	87								
Schools (Requests From)	1/2"	80, 81, 82								
S.S. Scott	1/2"	84, 85, 88								
Secretarial P.S.U.	1/4"	87, 88								

CURRENT FILES

FILE CATEGORY	VOLUME	CHRONOLOGY	RETENTION PERIOD	COMPUTER SYSTEM/VOLUME				OTHER VOLUME		
				MAIN	SEC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
Seminars - Training	1/4"	86, 87, 88								
Smith, Guy	1/4"	85								
The Smoking Lamp is Lit/ Enjoy Smoking	1/4"	88								
Snow Procedure	1/4"	83								
Softball	1/4"	85								
Solicitation of Prizes	1/4"	84								
Special Visits	1/4"	88								
Special Visits - PSU	1"	87								
Speedway Club	1/4"	86								
Community Relations Staff Meeting	1/4"	83, 87								
Staff Meeting Weekly Cabarrus	1/4"	87								
WJC's Staff Meeting Minutes	1/4"	84								
Pm Stock	1/4"	87, 88,								
	4"	83, 84, 85, 86, 87, 88								
<u>dia - Advertising</u>										
Advertising Rejects	1/2"	87								
Agriculture in the Twenty First Century	1/4"	83, 84								
American Cancer Society	1/4"	83								
Approved Articles	1/4"	87								
Herb Beckhard Approval Art. on Plant Construction	1/2"	84, 85, 86								

CURRENT FILES

MEDIA

FILE CATEGORY	VOLUME	CHRONOLOGY	RETENTION PERIOD	COMPUTER SYSTEM/VOLUME				OTHER VOLUME		
				MAIN	SEC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
Business Journal	1/4"	80, 87, 88								
Business North Carolina	1/4"	85, 87								
Cabarrus Chamber Tourism Brochure	1/4"	84, 85								
Cab. Plant Const. Documentary Film	1 1/4"	80, 81								
Cabarrus Neighbors Advertising	1/4"	85								
Call News	2"	85, 86, 87, 88								
Charlotte Observer	3"	81, 82, 83, 84, 85 86, 87, 88								
Concord Tribune	2"	80, 81, 83, 86, 88								
Concord Tribune Advertising	1"	81, 83, 86, 88								
Congressional Quarterly	1/4"	87								
Corporate Affairs National Directory	1/4"	88								
Culture Clips	1/4"	86								
EEMAGES Magazine	1/4"	85, 86, 87								
Fortune Magazine	1/4"	84, 87								
General Foods Press Release	1/4"	85								
Information Stated to Press	1/4"	82, 83, 85, 86								
Kannapolis Daily Independent	1/4"	80, 81, 82, 84, 85, 86, 87, 88								
Daily Independent Advertising	1/4"	84, 85, 86								
Letters to the Editor	1/4"	85								

Community Relations Department

CURRENT FILES

7ED-7A

FILE CATEGORY	VOLUME	CHRONOLOGY	RETENTION PERIOD	COMPUTER SYSTEM/VOLUME				OTHER VOLUME		
				MAIN	SEC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
Louisville Insider	2 1/2"	83, 84, 85, 86, 87,								
New York/Cabarrus Mgt. Press Releases	4"	79, 80, 81, 82, 83, 84, 85, 86, 87								
Management Publication Ideas	1/4"	87								
Media Correspondence	3/4"	81, 82, 83, 84, 85								
Metric Constructors Advertising	1/4"	86, 87								
Miller HighLites	2"	86, 87, 88								
Minority Press	1/4"	86								

LIBRARY

Concord Chamber Annual Mtg. -	2"	86								
Frank Resnik Speech - News Conf. -										
Corporate Video	2"	87								
General Foods Tape	2"	86								
Great American Smoker's Day Video of JGJ/GS + Milton B.	2"	86								
Great American Smoker's Day - News Coverage	2" 4"	86								
Hay Day Coverage	3"	86								

CURRENT FILES

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3 RARY

FILE CATEGORY	VOLUME	CHRONOLOGY	RETENTION PERIOD	COMPUTER SYSTEM/VOLUME				OTHER VOLUME		
				MAIN	SEC	P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
Bob Raiford Anti-Industry Rpt.	3"	85								
Water Conservation News Reports	3"	86								
Today Show Segment	2"	88								
News Reports on Philip Morris	2 1/2"	87								
PMI Free Speech & Advertising	2"	87								
Videocassette	3"	-								
Videocassette	3"	-								

CURRENT FILES

FILE CATEGORY	VOLUME	CHRONOLOGY	RETENTION PERIOD	COMPUTER SYSTEM/VOLUME				OTHER VOLUME		
				MAIN	SEC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
Cabarrus Clips (monthly)		87, 88								
Isellaneous C-P										
Facts About Charlotte	4"	87, 88								
Charlotte Chamber of Commerce	2"	84, 85, 86, 87, 88								
Charlotte City Council	1/2"	87								
Charlotte Motor Speedway	1/4"	84, 85								
Cippolone Case	1/4"	88								
New Coliseum Information	1/4"	88								
Community College System	1/4"	87								
Community Relations	1/4"	87								
Community Relations Furniture	1/4"	88								
Community Relations Meetings	1/4"	88								
Competitive Brands	1/4"	87								
Concord Rotary	1/4"	87								
Philip Morris USA - Employee	1/2"	80, 81, 84, 85, 87, 88								
Community Involvement		88								